



## Science Technician

**Grade:** KSC

**Hours and Weeks:** 37 hours / 41 weeks

**Salary:** £26,956 (actual salary: £24,812)

**Required:** ASAP



Dover Grammar School for Girls is proud of its welcoming, inclusive and caring community; relationships between students and staff are very strong and support this. We are an innovative school, where staff's workload and wellbeing are central to everything we plan, ask and do – we are a school that puts our staff first. The ethos and culture of the school was captured perfectly during our most recent inspection (March 2025):

*“There is a caring and supportive ethos throughout the school.” “This school is well led.”*

*“Leaders are aware of, and sensitive to, staff's workload and well-being”*

*“Staff appreciate the professional development they receive and know their work is valued.”*

*“[staff] feel well supported and are happy and proud to work at this school.”*

# Dover Grammar School for Girls

## Science Technician



Dear Applicant,

Thank you for your interest in Dover Grammar School for Girls (DGGs) and the position of **Science Technician**. This is an exciting opportunity to join our staff body and work in a school that prides itself on its approach to supporting staff wellbeing, managing excessive workload and creating positive working conditions. I hope this Application Pack contains all the information you require, but please do not hesitate to contact the school directly if you require further information or if you would like to arrange an informal tour.

We are seeking a reliable and proactive individual to join our team as a Science Technician, supporting practical learning across all Key Stages. The successful candidate will play a vital role in preparing and maintaining equipment and resources, ensuring that lessons run smoothly and safely, while supporting staff and students in practical activities. They must be able to work efficiently, uphold high standards of organisation, and maintain a strong commitment to health and safety procedures. This post requires a flexible, hardworking and collaborative individual who is keen to contribute to the wider life of the department and help create an engaging and well-supported learning environment in which all students can thrive.

Applications for this position should be submitted through Kent Teach, with a personal statement detailing your suitability for the position. We have included a job description and person specification to support the completion of your personal statement. The application form can be downloaded from Kent Teach by clicking this link: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=156199>

The closing date for receiving your application is 9am Monday 1 June 2026 with interviews taking place Thursday 4 June 2026. It is advisable to submit your application as soon as possible as we reserve the right to close the vacancy early should a suitable application be received. Previous applicants need not apply.

Yours sincerely



Daniel Quinn  
Headteacher

# Dover Grammar School for Girls

## Science Technician



**Job title:** Science Technician

**Grade:** KSC (37 hours / 41 weeks)

**Responsible to:** Line Manager

### **Purpose of the job**

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

### **Key duties and responsibilities<sup>1</sup>**

1. Coordinate the use of practical resources and facilities and set up resources / materials / equipment for lessons
2. Support structured and practical activities for groups
3. Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use. Liaise with suppliers and the finance department as necessary, suggesting economic alternatives where appropriate, to ensure that all laboratories are fully equipped.
4. Contribute to the assessment, monitoring and review of Health and Safety procedures and ensure that all equipment and materials are safely and securely stored and used; to prevent unauthorised access / misuse.
5. Undertake routine and non-routine checking, cleaning, maintenance calibration, testing and repairing of equipment as needed and as directed to ensure that it is clean and in good working order. Arrange for external testing and repair of equipment as necessary. Dispose appropriately of any equipment/ chemicals which are no longer in good working order/ no longer needed.
6. Perform duties in line with health and safety regulations and act where hazards are identified, including reporting any serious hazards to line manager.
7. Undertake record keeping. For example, lab inventories, chemical stock take and accurate order forms.
8. Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.

Individuals in this role may also undertake some or all of the following:

1. Secure and work with hazardous materials
2. Provide clerical and administrative support as directed

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<sup>1</sup> This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.



The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

**Applicants should describe in their application how they meet these criteria.**

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills.
<b>EXPERIENCE</b>	Previous experience of similar work would be desirable
<b>SKILLS AND ABILITIES</b>	Assembly, disassembly and cleaning of equipment  Ability to exchange of information both verbally and in writing with staff and suppliers  A willingness to learn
<b>KNOWLEDGE</b>	Knowledge of appropriate use of specialist equipment and materials and ability to communicate this knowledge to staff and pupils.  Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory). First Aid certificate would be useful.  Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students.  Use of basic technology (computer, photocopier etc.)  Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.